



EUROPEAN COMMISSION

Directorate General for Civil Protection and Humanitarian Aid Operations

ECHO.A – Emergency Management and rescEU

ECHO.A.2 – Capacities and Operational Support

UNION CIVIL PROTECTION MECHANISM

Conditions for awarding grants without a call for proposal

European Civil Protection Pool Upgrade or Repair of Response Capacities

(UCPM-2022-ECPP-URC)

2022 edition

Contents

1. INTRODUCTION	3
2. BACKGROUND	3
3. OBJECTIVES – THEMES – PRIORITIES	4
4. TIMETABLE	8
5. BUDGET AVAILABLE	8
6. ADMISSIBILITY REQUIREMENTS	9
7. ELIGIBILITY CRITERIA.....	9
7.1. Eligible applicants	9
7.2. Eligible activities	10
8. EXCLUSION CRITERIA	11
8.1. Exclusion	11
8.2. Remedial measures	12
8.3. Rejection from the direct grant procedure.....	13
8.4. Supporting documents	13
9. SELECTION CRITERIA	13
9.1. Financial capacity	13
9.2. Operational capacity	14
10. AWARD CRITERIA	15
11. LEGAL COMMITMENTS	16
12. FINANCIAL PROVISIONS	16
12.1. Forms of the grant	16
12.2. Eligible costs	17
12.2.1. Eligible direct costs	17
12.2.2. Eligible indirect costs (overheads).....	19
12.3. Ineligible costs	19
12.4. Balanced budget.....	20
12.5. Calculation of the final grant amount	20
12.6. Reporting and payment arrangements	21
12.7. Other financial conditions.....	21
13. PUBLICITY	23
13.1. By the beneficiaries	23
13.2. By the Commission	23
14. PROCESSING OF PERSONAL DATA	24
15. PROCEDURE FOR THE SUBMISSION OF PROPOSALS	24

1. INTRODUCTION

This is an invitation to apply for EU **action grants** in the field of the European Civil Protection Pool (ECPP, the Pool) under the **Union Civil Protection Mechanism**.

The regulatory framework for this EU Funding Programme is set out in:

- Regulation 2018/1046 ([EU Financial Regulation](#))
- the basic act ([UCPM Decision 1313/2013](#)).

The invitation is launched in accordance with the [UCPM Multi-Annual Work Programme 2021-2024](#)¹ and will be managed by the **European Commission, Directorate-General for European Civil Protection and Humanitarian Aid Operations (DG ECHO)**.

The invitation covers the following **topics**:

- **Topic 1: UCPM-2021 - ECPP-URC** — European Civil Protection Pool Upgrade or repair of ECPP response capacities.
- **Topic 2: UCPM-2021-- ECPP-URC** — European Civil Protection Pool - Upgrade or repair of multipurpose ECPP response capacities to respond to COVID-19 or other health related emergencies.

2. BACKGROUND

Decision No 1313/2013/EU of the European Parliament and of the Council of 17 December 2013, as amended by the Regulation (EU) 2021/836 of the European Parliament and of the Council of 20 May 2021, by Decision No 2019/420/EU of the European Parliament and of the Council of 20 March 2019 and by Regulation (EU) 2018/1475 of the European Parliament and of the Council of 2 October 2018 (hereafter ‘Decision No 1313/2013’) establishes a Union Civil Protection Mechanism (‘the Mechanism’). The general purpose of the Mechanism is to facilitate coordination of Member States’ action in the field of civil protection in order to improve the effectiveness of systems for preventing, preparing for and responding to natural and man-made disasters.

Article 11 of Decision No 1313/2013 establishes a European Civil Protection Pool (‘ECPP’), consisting of a voluntary pool of pre-committed response capacities of Member States. These response capacities include modules, other response capacities and categories of experts.

Article 21(2)(c) of Decision No 1313/2013 sets out the eligibility of actions for financial assistance, for the adaptation of Member States' response capacities "to a state of readiness and availability that makes them deployable as part of the European Civil Protection Pool”.

¹ Commission Implementing Decision C(2022) 961 final of 21.2.2022 on the financing of the Union Civil Protection Mechanism and adopting a multi-annual work programme for 2021-2024 and repealing Implementing Decision C(2021)935 final.

Commission Implementing Decision No 2014/762/EU, as amended by Commission Implementing Decision No 2018/142, and hereafter referred to as ‘the Implementing Decision’, defines the rules for setting up the ECPP. In particular, chapters 4 and 5, and Annexes II, III, IV and V, are relevant for the implementation of the ECPP and the related financing of adaptation costs.

Finally, Council Regulation (EU) No 2020/2094 establishes the European Union Recovery Instrument (Next Generation EU) to support the recovery in the aftermath of the COVID-19 crisis. Accordingly, the Instrument finances measures for increasing the level of the Union’s crisis preparedness and enabling a quick and effective Union response in the event of major emergencies as stipulated in Article 1(2)(e). As such, actions funded from the European Union Recovery Instrument (Next Generation EU) should only be used if it is used for preparedness measures clearly related to the difficulties faced during the COVID-19 crisis with the aim to address the risk of further waves of COVID-19. Funding of activities in third countries or benefitting third countries should only be possible where those activities increase the crisis preparedness of the Union.

NB: In the present document, Member States should be understood as EU Member States and UCPM Participating States.

Obligation to commit the capacity to the ECPP when an adaptation grant is granted:

As per Article 2 of the [Implementing Decision \(EU\) 2019/1310](#), a Member State or Participating State receiving Union financial support for the adaptation of a response capacity shall commit the latter to the Pool for a minimum period depending on the total amount of funding received.

The minimum period will be determined as follows, starting from the effective availability of the capacity to the Pool (i.e. after successful completion of the certification process):

- 3 years for capacities receiving up to EUR 300 000 of financial support;
- 5 years for capacities receiving from EUR 300 001 up to EUR 1 000 000 of financial support;
- 7 years for capacities receiving from EUR 1 000 001 up to EUR 2 000 000 of financial support;
- 10 years for capacities receiving more than EUR 2 000 000 of financial support.

3. OBJECTIVES – THEMES – PRIORITIES

Each grant application must exclusively target one of the following topics.

Under the same topic, a grant application can cover the adaptation of several response capacities when the requested EU contribution per capacity is under 100.000 €.

Topic 1: UCPM-2021-ECPP-URC — European Civil Protection Pool - Upgrade or repair of ECPP response capacities

Objectives

The objective of the adaptation grant is to upgrade or repair Member States' response capacities to a state of readiness and availability that makes them deployable as part of the ECPP.

Upgrade or repair grant can be:

- 1) The result of an ongoing or completed certification process (in particular to address recommendations made at any stage of this process). If required by Article 2 of the Implementing Decision (EU) 2019/13, see above, an official letter to extend the commitment period in the ECPP must be attached to the grant application (Annex VIII).
- 2) Requested before the ECPP certification has started. In this case, the application can only be accepted for evaluation provided that an official letter to commit the capacity in the ECPP signed by the responsible national Civil Protection Authority is attached to the grant application, in line with Article 2 of the Implementing Decision (EU) 2019/13 (see (Annex VIII)).

Themes and priorities (scope)

In order to contribute to achieving the above general objective, applicants are invited to focus on the following priorities (specific objectives):

- i) All Pool capacities (modules, TAST, ORCs) are eligible, except i) those targeted under Topic 2 and ii) MUSAR, HUSAR and HCP modules, as, for these capacities, the ECPP already largely exceeds the capacity goals.
- ii) Applicants are strongly encouraged to identify and propose activities that can make the response capacity:
 - more digital, with the objective of enhancing its performance in UCPM deployments,and
 - greener, in particular through better waste management, higher energy efficiency and lower reliance on fossil fuels.
- iii) Where applicable, applicants are requested to propose activities, in their grant applications, that help address gender inequalities or differences and the needs of people living with disabilities.
- iv) Each application has to include dedicated communication activities to promote the UCPM and the ECPP, and activities to enhance the EU visibility, in line with the EU visibility and communication manual for civil protection (see below). The minimum EU visibility package must include:
 - marking of all equipment procured with the EU logo + “Co-funded by the European Union” (see below the communication and visibility manual),
 - patches (model below) to be worn by all the staff members of the capacity,
 - EU flags.

These visibility elements must be systematically used in all UCPM deployments and exercises.



Expected impact

- Increased ability of the EU to respond to disasters, through a strengthened European disaster preparedness and response.
- ECPP capacities are geographically positioned to allow for quick and effective deployment to different risk prone areas.

Topic 2: UCPM-2021-ECPP-URC — European Civil Protection Pool - Upgrade or repair of multipurpose ECPP response capacities to respond to COVID-19 or other health related emergencies

Objectives

The objective of the adaptation grant is to upgrade or repair Member States' COVID-19 or other health related response capacities to a state of readiness and availability that makes them deployable as part of the ECPP.

Upgrade or repair grant can be:

- 1) The result of an ongoing or completed certification process (in particular to address recommendations made at any stage of this process). If required by Article 2 of the Implementing Decision (EU) 2019/13, an official letter to extend the commitment period in the ECPP must be attached to the grant application (Annex VIII).
- 2) Requested before the ECPP certification has started. In this case, the application can only be accepted for evaluation provided that an official letter to commit the capacity in the ECPP is attached to the grant application (Annex VIII).

Themes and priorities (scope)

In order to contribute to achieving the above general objective, applicants are invited to focus on the following priorities (specific objectives):

- i) Multi-purpose COVID-19 or other health related capacities are eligible.

These comprise:

- modules: EMT type 1 fixed and mobile, EMT type 2, EMT type 3; MEVAC; CBRNDET
- ORCs: CBRN decontamination teams, Medical evacuation jets air ambulance and medical evacuation helicopter; EMT for specialised care, mobile biosafety

laboratories.

Applicants can also submit proposals for health-related capacities that are currently not specifically listed in the Annex III of the Implementing Decision 2014/762, but that can be possibly offered to the Pool in the open category of “Other response capacities necessary to address identified risks”. These could include (non exhaustive list):

- Terrestrial and waterborne evacuation means for patients,
- Intensive care units (ICUs),
- Specialized care teams (see WHO typology in their Blue Book: Classification and minimum standards for EMTs),
- Mobile and transportable testing or vaccinations assets etc.

Applicants can also submit proposals to add a health-related or COVID-related component to any kind of response capacity.

ii) Applicants are strongly encouraged to identify and propose activities that can make the response capacity:

- more digital, with the objective of enhancing its performance in UCPM deployments, and
- greener, in particular through better waste management, higher energy efficiency and lower reliance on fossil fuels.

iii) Where applicable, applicants are requested to propose activities, in their grant applications, that help address gender inequalities or differences and the needs of people living with disabilities.

ii) Each application has to include dedicated communication activities to promote the UCPM and the ECPP, and activities to enhance the EU visibility, in line with the EU visibility and communication manual for civil protection (see below). The minimum EU visibility package must include:

- marking of all equipment procured with the EU logo + “Co-funded by the European Union” (see below the communication and visibility manual),
- patches (model below) to be worn by all the staff members of the capacity,
- EU flags.

These visibility elements must be systematically used in all UCPM deployments and exercises.



Expected impact

- Increased ability of the EU to respond to the disaster, through a strengthened European emergency preparedness and response to COVID-19 and other health related emergencies.
- ECPP capacities are geographically positioned to allow for quick and effective deployment to different risk prone areas.

4. TIMETABLE

The following indicative deadlines apply for the submission of adaptation grant applications

Steps	Date and time or indicative period
Sending invitation	31/03/2022
Deadline for submitting applications	10/06/2022 at 17:00 CET
Evaluation period	June and July
Signature of grant agreement	Within 3 months after the submission of the complete application
Starting of the action	Dates after the signature of the grant

5. BUDGET AVAILABLE

The total indicative budget earmarked for the co-financing of projects under this direct grant is estimated at **EUR 6 200 000**.

Allocation of funds per topic

- Topic 1 - MFF: €1.75 million

- Topic 2 - ERI (NGEU): €4.45 million (for Covid-19-or other health related capacities).

Disclaimer: The Commission reserves the right to increase the available NGEU budget by 100%, or not to award all available funds, depending on the proposals received and the results of the evaluation.

6. ADMISSIBILITY REQUIREMENTS

In order to be admissible, applications must be:

- sent no later than the deadline for submitting applications referred to in section 4;
- submitted in writing (see section 15), using the application form (Annex II) and budget form (Annex III); and
- drafted in one of the EU official languages. However, in order to facilitate the assessment by the evaluators, applicants are encouraged to submit their applications in English. Applicants must submit their applications in electronic format only.
- Where relevant, submitted with a commitment letter to the ECPP (see Annex VIII),
- Submitted with a support letter (See Annex VI), when the applicant is not the national civil protection authority, nor one of its affiliated entities.

Failure to comply with those requirements will lead to rejection of the application.

7. ELIGIBILITY CRITERIA

7.1. Eligible applicants

In order to be eligible, the applicants (beneficiaries and affiliated entities²) must:

- be legal entities (public or private bodies)
- be established in one of the eligible countries, i.e.: EU Member States (including overseas countries and territories (OCTs)); Participating States in the UCPM, currently: Iceland, Montenegro, Republic of North Macedonia, Norway, Serbia and Turkey.

Proposals from applicants in candidate or associated countries may be selected provided that, on the date of award, agreements have entered into force setting out the arrangements for the participation of those countries in the UCPM.

² Affiliated entities are legal entities having a legal or capital link with the beneficiary, which is neither limited to the action nor established for the sole purpose of the implementation of the action. In the sphere of public authorities, the notion of affiliation covers, for example, the different levels of the administration in case of decentralised administrative competences (e.g. national, regional or local ministries in case of separate legal entities can be considered as affiliated to the State to avoid interference with the various institutional set-ups in the different Member States). Moreover, the notion of affiliation covers a public body established by a public authority to serve an administrative purpose and which is supervised by the public authority applying for the action. This condition is to be verified on the basis of the statutes or other act establishing the public body.

7.2. Eligible activities

The following types of activities are eligible under both topics (1 and 2)):

Activities that can be funded (scope)

Below follows a non-exhaustive list of potential activities for which the related costs may be considered eligible for an adaptation grant, provided that the application demonstrates these activities specifically relate to the capacity's participation in UCPM deployments:

- Activities related to improved autonomy and self-sufficiency of the respective module, TAST or other response capacity,
- Activities related to a faster transportability, e.g. lighter equipment, solutions to reduce volume by new containers and packaging equipment, EU standardised pallets;
- Activities related to enhanced safety and security, e.g. personal protection equipment or other personal equipment;
- Activities related to communication tools, e.g. satellite communication equipment, ICT equipment and relevant applications, radios;
- Activities related to interoperability and enhanced readiness for deployment, e.g. training, including "train the trainers", in view of enlarged roster of staff, development and translation of standard operating procedures, IT tools for registration of the staff on roster, and individual internal team drills;
- Activities related to communication and EU visibility: please refer to the EU visibility and communication manual for civil protection:



Communication_and_
Visibility_Manual_Civil_

- Activities linked to forming multinational response capacities, e.g. workshops, trainings, development of common methodologies or standards, common standard operating procedures;
- Activities specifically related to the certification process that cannot be covered by or are not undertaken as part of other EU-funded activities, e.g. obligatory training courses that are not available under the UCPM training programme, exercises that are not part of MODEX or other types of exercises co-financed by the UCPM;
- Project management activities, e.g. organisation of events, procurement, capacity monitoring and review, reporting, financial management.

The following activities are **not** eligible for funding under this invitation:

- Activities related to the development of new capacities,
- Activities related to the regular maintenance of response capacities,
- Activities covered by other EU-funded grants (e.g. under the WHO grant - Support to the Emergency Medical Teams (EMT) Initiative (mentorship and classification process, standard setting and training support); MODEX

8. EXCLUSION CRITERIA

8.1. Exclusion

The authorising officer shall exclude an applicant from participating in direct grant procedures where:

- (a) the applicant is bankrupt, subject to insolvency or winding-up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended, or it is in any analogous situation arising from a similar procedure provided for under EU or national laws or regulations;
- (b) it has been established by a final judgment or a final administrative decision that the applicant is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;
- (c) it has been established by a final judgment or a final administrative decision that the applicant is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the applicant belongs, or by having engaged in any wrongful intent or gross negligence, including, in particular, any of the following:
 - (i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of eligibility or selection criteria or in the performance of a contract, a grant agreement or a grant decision;
 - (ii) entering into agreement with other applicants with the aim of distorting competition;
 - (iii) violating intellectual property rights;
 - (iv) attempting to influence the decision-making process of the Commission during the award procedure;
 - (v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;
- (d) it has been established by a final judgment that the applicant is guilty of any of the following:
 - (i) fraud, within the meaning of Article 3 of Directive (EU) 2017/1371 of the European Parliament and of the Council and Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995;
 - (ii) corruption, as defined in Article 4(2) of Directive (EU) 2017/1371 or Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997, or conduct referred to in Article 2(1) of Council Framework Decision 2003/568/JHA, or corruption as defined in the applicable law;
 - (iii) conduct related to a criminal organisation, as referred to in Article 2 of Council Framework Decision 2008/841/JHA;
 - (iv) money laundering or terrorist financing within the meaning of Article 1(3), (4) and (5) of Directive (EU) 2015/849 of the European Parliament and of the Council;

- (v) terrorist offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;
- (vi) child labour or other offences concerning trafficking in human beings as referred to in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;
- (e) the applicant has shown significant deficiencies in complying with main obligations in the performance of a contract, a grant agreement or a grant decision financed by the Union's budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an authorising officer, OLAF or the Court of Auditors;
- (f) it has been established by a final judgment or final administrative decision that the applicant has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95;
- (g) It has been established by a final judgement or final administrative decision that the applicant has created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations of mandatory application in the jurisdiction of its registered office, central administration or principal place of business;
- (h) it has been established by a final judgement or final administrative decision that an entity has been created with the intent referred to in point (g);
- (i) for the situations referred to in points (c) to (h) above, the applicant is subject to:
 - (i) facts established in the context of audits or investigations carried out by European Public Prosecutor's Office after its establishment, the Court of Auditors, the European Anti-Fraud Office or the internal auditor, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body;
 - (ii) non-final judgments or non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics;
 - (iii) facts referred to in decisions of persons or entities being entrusted with EU budget implementation tasks;
 - (iv) information transmitted by Member States implementing Union funds;
 - (v) decisions of the Commission relating to the infringement of Union competition law or of a national competent authority relating to the infringement of Union or national competition law; or
 - (vi) decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body.

8.2. Remedial measures

If an applicant declares one of the situations of exclusion listed above (see section 8.1), it must indicate the measures it has taken to remedy the exclusion situation, thus demonstrating its reliability. This may include e.g. technical, organisational and personnel measures to correct the conduct and prevent further occurrence, compensation of damage or payment of fines or of any taxes or social security contributions. The

relevant documentary evidence which illustrates the remedial measures taken must be provided in annex to the declaration. This does not apply for situations referred in point (d) of section 8.1.

8.3. Rejection from the direct grant procedure

The authorising officer shall not award a grant to an applicant that:

- (a) is in an exclusion situation established in accordance with section 7.1; or
- (b) has misrepresented the information required as a condition for participating in the procedure or has failed to supply that information; or
- (c) was previously involved in the preparation of documents used in the award procedure where this entails a breach of the principle of equal treatment, including distortion of competition, that cannot be remedied otherwise.

The same exclusion criteria apply to affiliated entities, where applicable.

Administrative sanctions (exclusion) may be imposed on applicants, or affiliated entities where applicable, if any of the declarations or information provided as a condition for participating in this procedure prove to be false.

8.4. Supporting documents

Applicants and affiliated entities must provide a declaration of honour certifying that they are not in one of the situations referred to in Articles 136(1) and 141 FR, by filling in the relevant form attached to the application form (Annex IV) accompanying this grant documentation.

This obligation may be fulfilled in one of the following ways:

Option 1 – for mono-beneficiary grants:

- (i) the applicant signs a declaration in its name and on behalf of its affiliated entities;
OR
- (ii) the applicant and its affiliated entities each sign a separate declaration in their own name.

Option 2 – for multi-beneficiary grants:

- (i) the coordinator of a consortium signs a declaration on behalf of all applicants and their affiliated entities; OR
- (ii) each applicant in the consortium signs a declaration in its name and on behalf of its affiliated entities; OR
- (iii) each applicant in the consortium and the affiliated entities each sign a separate declaration in their own name.

9. SELECTION CRITERIA

9.1. Financial capacity

As stated under Article 198.5 c) of the EU Financial Regulation, the verification of the financial capacity does not apply to public bodies.

Applicants must have stable and sufficient sources of funding to maintain their activity throughout the duration of the grant and to participate in its funding. The applicants' financial capacity will be assessed on the basis of the following supporting documents to be submitted with the application:

a) Low value grants (\leq EUR 60 000):

- a declaration of honour.

b) Grants $>$ EUR 60 000:

- a declaration of honour, and

EITHER

- the profit and loss account as well as the balance sheet for the last 2 financial years for which the accounts were closed;
- for newly created entities: the business plan might replace the above documents;

OR

- the table provided for in the application form, filled in with the relevant statutory accounting figures, in order to calculate the ratios as detailed in the form.

c) Grants for an action $>$ EUR 750 000:

- (i) the information and supporting documents mentioned in point b) above, and
- (i) **an audit report** produced by an approved external auditor certifying the accounts for the last 2 financial years available, where such an audit report is available or whenever a statutory report is required by law.

If the audit report is not available AND a statutory report is not required by law, a self-declaration signed by the applicant's authorised representative certifying the validity of its accounts for the last 2 financial years available must be provided.

In the event of an application grouping several applicants (consortium), the above thresholds apply to each applicant.

On the basis of the documents submitted, if the Commission considers that financial capacity is weak, it may:

- request further information;
- decide not to give pre-financing;
- decide to give pre-financing paid in instalments;
- decide to give pre-financing covered by a bank guarantee;
- where applicable, request the joint and several financial liability of all the co-beneficiaries.

If the Responsible Authorising Officer considers that the financial capacity is insufficient, s/he will reject the application.

9.2. Operational capacity

The applicant should provide a description of its relevant competences in the application form (Annex II).

10. AWARD CRITERIA

The award criteria facilitate the evaluation of proposals in relation to the set objectives and priorities. They enable the selection of proposals which the Contracting Authority can be confident will comply with its objectives and priorities.

The **award criteria** are as follows:

Topic 1

Relevance (70 points):

- How relevant is the proposal to the general objectives and priorities?
- To what extent does the project description demonstrate a need for the proposed action?

Quality (20 points):

- Clarity and consistency of the project, objectives, planning, and timetable
- Does the budget correctly reflect the proposed activities?

Impact (10 points):

- The adaptation grant will strengthen the European disaster preparedness and response.

Award criteria	Maximum score
Relevance	70
Quality	20
Impact	10
Overall (pass) scores	100

Maximum 100 points

Where the total requested co-financing of all eligible applications received exceeds the available budget, applications will be ranked and selected for EU funding in descending order until the available budget has been fully allocated.

Topic 2

Relevance (70 points):

- Are the proposed adaptation activities allowing a better response to Covid-19 or other health related emergencies?
- How relevant is the proposal to the objectives and priorities?
- To what extent does the project description demonstrate a need for the proposed action?

Quality (20 points):

- Clarity and consistency of the project, objectives, planning, and timetable.
- Does the budget correctly reflect the proposed activities?

Impact (10 points)

- The adaptation grant will strengthen the European disaster preparedness and response to COVID-19 and other health related emergencies.

Award criteria	Maximum score
Relevance	70
Quality	20
Impact	10
Overall (pass) scores	100

Maximum points: 100 points.

Where the total requested co-financing of all eligible applications received exceeds the available budget, applications will be ranked and selected for EU funding in descending order until the available budget has been fully allocated.

11. LEGAL COMMITMENTS

A grant agreement, drawn up in euro and detailing the conditions and level of funding, will be sent to the applicant, as well as the information on the procedure to formalise the agreement between the parties.

Two copies of the original agreement are signed first by the Commission and then sent to the beneficiary or a coordinator who signs on behalf of the consortium. One signed copy has to be returned to the Commission immediately.

12. FINANCIAL PROVISIONS

12.1. Forms of the grant

Reimbursement of costs actually incurred

Upgrade: The EU financial contribution will be defined by applying a maximum co-financing rate of 75 % to the eligible costs actually incurred and declared by the beneficiary and its affiliated entities provided that these do not exceed 50% of the average cost of developing the capacity (cf. Annex VII is used as a reference for the estimated average cost of developing a capacity).

In case the capacity is not listed in this Annex, the applicant has to provide in the application or as a supporting document the total actual cost (equipment, staff and training included) of developing such capacity.

Repair: The EU financial contribution will be defined by applying a maximum co-financing rate of 75 % to the eligible costs actually incurred and declared by the beneficiary.

For details on eligibility of costs, please refer to section 12.2.

12.2. Eligible costs

Eligible costs shall meet all the following criteria:

- they are incurred by the beneficiary.
- they are incurred during the duration of the action, with the exception of costs relating to final reports and audit certificates;
 - The period of eligibility of costs starts as specified in the grant agreement.
 - If a beneficiary can demonstrate the need to start the action before the agreement is signed, the costs eligibility period may start before that signature. Under no circumstances can the eligibility period start before the date of submission of the grant application.
- they are indicated in the estimated budget of the action;
- they are necessary for the implementation of the action which is the subject of the grant;
- they are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the usual cost accounting practices of the beneficiary;
- they comply with the requirements of applicable tax and social legislation;
- they are reasonable, justified, and comply with the principle of sound financial management, in particular regarding economy and efficiency.

The beneficiary's internal accounting and auditing procedures must permit direct reconciliation of the costs and revenue declared in respect of the action/project with the corresponding accounting statements and supporting documents.

The same criteria apply to costs incurred by the affiliated entities.

Eligible costs may be direct or indirect.

12.2.1. Eligible direct costs

The criteria for eligible costs outlined below, solely refer to adaptation costs, defined as *"costs necessary to upgrade or repair response capacities to a state of readiness and availability that makes them deployable as part of the European Civil Protection Pool, in accordance with the quality requirements of the European Civil Protection Pool and, where relevant, recommendations formulated in the certification process. Those costs may include costs related to operability, interoperability of modules and other response capacities, autonomy, self-sufficiency, transportability, packaging and other necessary costs provided that they specifically relate to the capacities' participation in the ECPP "*.

The eligible direct costs for the action are those costs which, **with due regard to the conditions of eligibility set out above**, are identifiable as specific costs directly linked to the performance of the action and which can therefore be booked to it directly, such as :

- (a) *the costs of personnel working under an employment contract with the beneficiary or an equivalent appointing act and assigned to the action, provided that these costs are in line with the beneficiary's usual policy on remuneration.*

Those costs include actual salaries plus social security contributions and other statutory costs included in the remuneration. They may also comprise additional remunerations, including payments on the basis of supplementary contracts regardless of the nature of those contracts, provided that they are paid in a consistent manner whenever the same kind of work or expertise is required, independently from the source of funding used;

The costs of natural persons working under a contract with the beneficiary other than an employment contract or who are seconded to the beneficiary by a third party against payment may also be included under such personnel costs, provided that the following conditions are fulfilled:

- (i) the person works under conditions similar to those of an employee (in particular regarding the way the work is organised, the tasks that are performed and the premises where they are performed);*
- (ii) the result of the work belongs to the beneficiary (unless exceptionally agreed otherwise); and*
- (iii) the costs are not significantly different from the costs of staff performing similar tasks under an employment contract with the beneficiary;*

The salary costs of personnel of national administration to the extent that they relate to the cost of activities that the relevant public authority would not carry out if the project concerned was not undertaken.

- (b) costs of travel and related subsistence allowances, provided that these costs are in line with the beneficiary's usual practices on travel;*
- (c) the full cost of purchase of equipment linked to adaptation activities is eligible, subject to the following conditions:*
 - (i) The asset is written off in accordance with the international accounting standards and the beneficiary's usual accounting practices; and*
 - (ii) The asset has been purchased in accordance with the rules on implementation contracts laid down in the grant agreement, if the purchase occurred within the implementation period;*
 - (iii) The beneficiary shall use the equipment until the end of the equipment's useful economic lifespan, namely until it has been fully depreciated in accordance with the usual accounting practices of the beneficiary determined according to the applicable national and international accounting standards. During the registration period of the response capacity to the European Civil Protection Pool (ECPP), the beneficiary shall use the equipment as part of the response capacity for which it has been purchased in deployments under the ECPP. Where the useful economic lifespan of the equipment exceeds the registration period in the ECPP, the beneficiary commits to use the equipment for the benefit of civil protection operations. At the end of the period set out in Article I.2.2 of the grant agreement, the beneficiary shall submit to the Commission with the final report*

information on the use of the equipment and its remaining useful economic lifespan.

(d) costs of consumables and supplies, provided that they:

(i) are purchased in accordance with the rules on implementation contracts laid down in the grant agreement; and

(ii) are directly assigned to the action;

(e) costs arising directly from requirements imposed by the Agreement (dissemination of information, specific evaluation of the action, audits, translations, reproduction), including the costs of requested financial guarantees, provided that the corresponding services are purchased in accordance with the rules on implementation contracts laid down in the grant agreement;

(f) costs derived from subcontracts, provided that specific conditions on subcontracting as laid down in the grant agreement are met;

By way of derogation from Article II.11 of the General Conditions, the entire action may be sub-contracted, unless the tasks of reporting and deliverables.

(i) duties, taxes and charges paid by the beneficiary, notably value added tax (VAT), provided that they are included in eligible direct costs, and unless specified otherwise in the grant agreement.

12.2.2. Eligible indirect costs (overheads)

Indirect costs are costs that are not directly linked to the action implementation and therefore cannot be attributed directly to it.

A flat-rate amount of 7 % of the total eligible direct costs of the action, is eligible as indirect costs, representing the beneficiary's general administrative costs which can be regarded as chargeable to the action/project.

12.3. Ineligible costs

The following items are ineligible costs:

- a) return on capital and dividends paid by a beneficiary;
- b) debt and debt service charges;
- c) provisions for losses or debts;
- d) interest owed;
- e) doubtful debts;
- f) exchange losses;
- g) costs of transfers from the Commission charged by the bank of a beneficiary;
- h) costs declared by the beneficiary under another action receiving a grant financed from the Union budget. Such grants include grants awarded by a Member State and financed from the Union budget and grants awarded by bodies other than the Commission for the purpose of implementing the Union budget. In particular, beneficiaries receiving an operating grant financed by the EU or Euratom budget cannot declare indirect costs for the period(s) covered by the operating grant, unless they can demonstrate that the operating grant does not cover any costs of the action.
- i) contributions in kind from third parties;

- j) excessive or reckless expenditure;
- k) VAT;
- l) costs of purchasing, developing, and/or operating **new** response capacities in a disaster situation;

12.4. **Balanced budget**

The estimated budget of the action must be attached to the application form. It must have revenue and expenditure in balance.

The budget must be drawn up in euros.

Applicants for whom costs will not be incurred in euros should use the exchange rate published on the Infor-euro website available at:

http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm

The applicant must ensure that the resources which are necessary to carry out the action are not entirely provided by the EU grant.

12.5. **Calculation of the final grant amount**

The final amount of the grant is calculated by the Commission at the time of the payment of the balance. The calculation involves the following steps:

Step 1 — Application of the reimbursement rate to the eligible costs

The amount under step 1 is obtained by applying the reimbursement rate specified in section 12.1 to the eligible costs actually incurred and accepted by the Commission.

Step 2 — Limit to the maximum amount of the grant

The total amount paid to the beneficiaries by the Commission may in no circumstances exceed the maximum amount of the grant as indicated in the grant agreement. If the amount obtained following Step 1 is higher than this maximum amount, the final amount of the grant is limited to the latter.

Step 3 — Reduction due to the no-profit rule

‘Profit’ means the surplus of receipts over the total eligible costs of the action, where receipts are the amount obtained following Steps 1 and 2 plus the revenue generated by the action for beneficiaries and affiliated entities other than non-profit organisations.

The total eligible costs of the action are the consolidated total eligible costs approved by the Commission. The revenue generated by the action is the consolidated revenue established, generated or confirmed for beneficiaries and affiliated entities other than non-profit organisations on the date on which the request for payment of the balance is drawn up.

If there is a profit, it will be deducted in proportion to the final rate of reimbursement of the actual eligible costs of the action approved by the Commission.

Step 4 — Reduction due to improper implementation or breach of other obligations

The Commission may reduce the maximum amount of the grant if the action has not been implemented properly (i.e. if it has not been implemented or has been implemented poorly, partially or late), or if another obligation under the Agreement has been breached.

The amount of the reduction will be proportionate to the degree to which the action has been implemented improperly or to the seriousness of the breach.

12.6. Reporting and payment arrangements

12.6.1 Payment arrangements

The beneficiary may request the following payments provided that the conditions of the grant agreement are fulfilled (e.g. payment deadlines, ceilings, etc.). The payment requests shall be accompanied by the documents provided below and detailed in the grant agreement:

Payment request	Accompanying documents
A pre-financing payment corresponding to 70% of the maximum grant amount	The grant agreement signed by the beneficiary
Payment of the balance The Commission will establish the amount of this payment on the basis of the calculation of the final grant amount (see section 12.6 above). If the total of earlier payments is higher than the final grant amount, the beneficiary will be required to reimburse the amount paid in excess by the Commission through a recovery order	(a) final technical report (b) final financial statement (c) a certificate on the financial statements and underlying accounts

Following the type of activities and the duration, up to maximum of 24 months, of the action, progress reports may be requested to the applicant. **This will be determined in the grant agreement.**

The final technical report should contain all technical information on how the action was implemented and has fulfilled its objectives including a clear description of all the implemented activities and timeline.

A certificate on the financial statements and underlying accounts ('certificate on the financial statements') is an obligatory document for the beneficiary and for each affiliated entity, if:

- (i) the maximum grant amount indicated for the beneficiary and its affiliated entities in the estimated budget as reimbursement of actual costs is EUR 750 000 or more.

12.7. Other financial conditions

a) Non-cumulative award

An action may only receive one grant from the EU budget.

b) Non-retroactivity

No grant may be awarded retrospectively for actions already completed.

A grant may be awarded for an action which has already begun only where the applicant can demonstrate in the grant application the need to start the action before the grant agreement is signed.

In such cases, costs eligible for financing may not have been incurred prior to the date of submission of the grant application.

c) Implementation contracts/subcontracting

Where the implementation of the action requires the award of procurement contracts (implementation contracts), the beneficiary may award the contract in accordance with its usual purchasing practices provided that the contract is awarded to the tender offering best value for money or the lowest price (as appropriate), avoiding conflicts of interest.

The beneficiary is expected to clearly document the tendering procedure and retain the documentation in the event of an audit.

Entities acting in their capacity as contracting authorities within the meaning of Directive 2014/24/EU³ or contracting entities within the meaning of Directive 2014/25/EU⁴ must comply with the applicable national public procurement rules.

Beneficiaries may subcontract tasks forming part of the action. If they do so, they must ensure that, in addition to the above-mentioned conditions of best value for money and absence of conflicts of interests, the following conditions are also complied with:

- a) subcontracting does not cover core tasks of the action;
- b) recourse to subcontracting is justified because of the nature of the action and what is necessary for its implementation;
- c) the estimated costs of the subcontracting are clearly identifiable in the estimated budget;
- d) any recourse to subcontracting, if not provided for in description of the action, is communicated by the beneficiary and approved by the Commission. The Commission may grant approval:
 - (i) before any recourse to subcontracting, if the beneficiaries requests an amendment
 - (ii) after recourse to subcontracting if the subcontracting:
 - is specifically justified in the interim or final technical report and
 - does not entail changes to the grant agreement which would call into question the decision awarding the grant or be contrary to the equal treatment of applicants;

³ Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 on public procurement and repealing Directive 2004/18/EC (OJ L 94, 28.3.2014, p. 65-242)

⁴ Directive 2014/25/EU of the European Parliament and of the Council of 26 February 2014 on procurement by entities operating in the water, energy, transport and postal services sectors and repealing Directive 2004/17/EC (OJ L 94, 28.3.2014, p. 243-374)

- e) the beneficiaries ensure that certain conditions applicable to beneficiaries, enumerated in the grant agreement (e.g. visibility, confidentiality, etc.), are also applicable to the subcontractors.

d) Financial support to third parties

The applications may not envisage provision of financial support to third parties.

13. PUBLICITY

13.1. By the beneficiaries

Beneficiaries must clearly acknowledge the European Union's contribution in all publications or in conjunction with activities for which the grant is used.

In this respect, beneficiaries are required to give prominence to the name and emblem of the European Commission on all their publications, posters, programmes and other products realised under the co-financed project.

To do this they must use the text, the emblem and the disclaimer available at

<https://www.dgecho-partners-helpdesk.eu/visibility/visual-identity-official-logo/visual-identity-official-logo-civil-protection-operations-2021>.

If this requirement is not fully complied with, the EU grant may be reduced in accordance with the provisions of the grant agreement.

13.2. By the Commission

With the exception of scholarships paid to natural persons and other direct support paid to natural persons in most need, all information relating to grants awarded in the course of a financial year shall be published on an internet site of the European Union institutions no later than the 30 June of the year following the financial year in which the grants were awarded.

The Commission will publish the following information:

- name of the beneficiary;
- address of the beneficiary when the latter is a legal person, region when the beneficiary is a natural person, as defined on NUTS 2 level⁵ if he/she is domiciled within the EU or equivalent if domiciled outside the EU;
- subject of the grant;
- amount awarded.

Upon a reasoned and duly substantiated request by the beneficiary, the publication shall be waived if such disclosure risks threatening the rights and freedoms of individuals concerned as protected by the Charter of Fundamental Rights of the European Union or harm the commercial interests of the beneficiaries.

⁵ Commission Regulation (EC) No 105/2007 of 1 February 2007 amending the annexes to Regulation (EC) No 1059/2003 of the European Parliament and of the Council on the establishment of a common classification of territorial units for statistics (NUTS), OJ L39, 10.2.2007, p.1.

14. PROCESSING OF PERSONAL DATA

The reply to this invitation to submit a proposal involves the recording and processing of personal data (such as name, address and CV). Such data will be processed pursuant to Regulation (EC) No 2018/1725 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data. Unless indicated otherwise, the questions and any personal data requested that are required to evaluate the application in accordance with the call for proposal will be processed solely for that purpose by the Head of Unit in charge of the legal framework in the Directorate General for Civil Protection and Humanitarian Aid Operations.

Personal data may be registered in the Early Detection and Exclusion System by the Commission, should the beneficiary be in one of the situations mentioned in Articles 136 and 141 of Regulation (EU, Euratom) 2018/1046⁶. For more information see the Privacy Statement on:

https://ec.europa.eu/info/data-protection-public-procurement-procedures_en.

15. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

Proposals must be submitted by the deadline set out under section 4.

No modification to the application is allowed once the deadline for submission has elapsed. However, if there is a need to clarify certain aspects or to correct clerical mistakes, the Commission may contact the applicant during the evaluation process.

Applicants will be informed in writing about the results of the selection process.

Applications, and all annexes, must exclusively be submitted in an electronic format by email to the following address: ECHO-EUROPEAN-CIVIL-PROTECTION-POOL@ec.europa.eu. The European Commission will return an acknowledgement of receipt.

Applications sent by fax will not be accepted.

➤ Contacts

All questions can be addressed to: ECHO-EUROPEAN-CIVIL-PROTECTION-POOL@ec.europa.eu

Annexes:

Annex II – Grant application form

Annex III – Draft budget table

Annex IV – Declaration on honour

Annex V – Model grant agreement

Annex VI – Letter of support

Annex VII – Estimation of development costs

Annex VIII – Commitment letter

⁶ <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32018R1046>